***Lesson Plans for the Week of: March 6-10, 2017 Teacher: J. McMullen Course: Word Processing Period: 7/8 - 9***

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| ***Essential Components of each Lesson*** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| ***Competency #:***  ***The Student Will:*** | 6152-44 – Improve keyboarding techniques.  -45 – Increase keyboarding speed and accuracy to meet industry standards based on timed writings. (3 minute)  6626-75 – Explore career options, relating to Arts, Audio/Video Technology and Communications, Business Management and Administration,  and Information Technology pathways.  -76 – Investigate potential employment  -77 – Compose a job-specific cover letter  -78 – Create or update a resume  -79 – Complete a manual and electronic application form.  -84 – Identify potential employment barriers for nontraditional groups and ways to overcome the barriers | | | | |
| ***Resources:*** | -Microsoft Word 2010 - Benchmark Series  -Century 21 Keyboarding & Word Processing | | | | |
| ***Lesson/Activity***  ***Type of Presentation*** | * Warm-up 3 min. On-line * Employment Pre-Test * Job Hunting * Jobs Unit –Understanding Employment (Terms, Applications, Abbreviations, Classified Job Ads, Resume, Cover Letters, etc.) | * Warm-up 3 min. On-line * Cont. Job Hunting * Jobs Unit – Understanding Employment (Terms, Applications, Abbreviations, Classified Job Ads, Resume, Cover Letters, etc.) | * Warm-up 3 min. On-line * Jobs Unit - * Choose 3 on-line Personality Tests, take the tests print results explain why a Personality tests is important to your career | * Warm-up 3 min. On-line * Speed & Accuracy for 3 minute timed writing * Jobs Unit – Understanding Employment (Terms, Applications, Abbreviations, Classified Job Ads, Resume, Cover Letters, etc.) * Read Resume Article | * Warm-up 5 min. On-line * Jobs Unit – Understanding Employment (Terms, Applications, Abbreviations, Classified Job Ads, Resume, Cover Letters, etc.) * Begin assembling information for personal resume |
| ***Assessment:*** | -Employment Pre-test  -Job Hunting Worksheet | -Cont. Job Hunting Worksheet | Personality Tests | Resume Questions | Resume Information |
| ***Extension/***  ***Homework*** | N/A | Employment Terms Puzzle | N/A | N/A | N/A |